Proposed Course Structure for 4 Year Undergraduate Programme under CBCS System

Ability Enhancement Course (AEC)

Semester – I (AEC- 1)

Science	Social Science/Arts	Commerce
• **MIL**	• **MIL**	• **MIL**

ENGLISH COMMUNICATION

Course Learning Objectives:

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. The present course hopes to address some of the aspects of effective communication skills through an interactive mode of teaching-learning process. The various dimensions of communication skills that will be focused in the course include language of communication, speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note taking etc.

Syllabus:

1. Introduction:
   - Theory of Communication
   - Types and modes of Communication
   - Effective Communication/ Mis- Communication
   - Barriers and Strategies
2. Language of Communication:
   - Verbal and Non-verbal (Spoken and Written)
   - Personal, Social and Business
   - Intra-personal, Inter-personal and Group communication
3. Speaking Skills
   - Dialogue
   - Group Discussion
   - Interview
   - Public Speech
   - Role Play/Extempore Presentations

4. Reading and Understanding

- Close Reading
- Comprehension, Analysis and Interpretation

- Summary ParaphrasingTranslation (from Indian language to English and vice-versa)

Literary/Knowledge Texts

5. Writing Skills

- Making notes
- Documenting
- Report Writing
- Writing Letters - job applications, CV and Resume
- Academic Writing
- Writing a Proposal

Readings:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. 4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

REMEDIAL ENGLISH

Learning Objectives:

English language skills – reading, writing, speaking and listening – are fundamental in constructing knowledge in all academic disciplines, succeeding in the world of work, and making sense of everyday life. The standards and benchmarks enlisted in this syllabus can help students adapt to the continually changing world of communication and develop a global outlook.

Through this course the students will be able to acquire the following set of literacy standards/ skills and implement them as working strategies: 1. Will engage in and gain basic proficiency in reading and comprehension 2. Will speak to a) inform b) describe c) explain d) persuade. The style and vocabulary will be at the beginners' level. 3. Make use of the grammar, syntax and tone of speech at the preliminary level. 4. Will read a variety of materials to facilitate comprehension. 5. Will understand the elements of grammar and its functions in a text. 6. Employ reading strategies such as scanning, selecting and summarising at the preliminary level. 7. Learn types of sentences – statement, question, exclamation, affirmative and negative. 8. Will gain and demonstrate basic competence in speaking, reading and writing.

Syllabus:

READING

1. Simple comprehension texts of description, narration, information, explanation and persuasion based on higher order thinking skills.
2. Contextualised grammar focus.
3. Vocabulary – basic synonyms and antonyms.

GRAMMAR

1. Parts of speech
2. Transformation of parts of speech
3. Nouns – gender and number; Countable and uncountable nouns
4. Verbs and tenses
5. Use of auxiliaries
6. Agreement of verb with subject
7. Use of articles
8. Use of adjectives and adverbs
9. Use of selected prepositions
10. Affirmative, negative and interrogative sentences
11. Question tags
12. Phrasal verbs
13. Direct and indirect narration

ENGLISH: ACADEMIC WRITING

Learning Objectives:

The syllabus aims to develop a critical and informed response to a range of texts/extracts, the skills of summarization and condensation, the skills of comprehension, the skills of analysis, synthesis and evaluation of content, correct usage and application of vocabulary.

Syllabus:

1. Features of Argumentative/Persuasive Writing

Reading and General Understanding

Writing practice: identifying arguments, counterarguments, non- arguments refuting arguments, style of persuasion, organizing an argumentative essay
Grammar Focus: Use of conjunctions as connectors, conditionals, noun clauses

2. Features of Comparison and Contrast Essay

Reading and General Understanding
Writing Practice: developing a comparison-contrast structure
Grammar Focus: Clauses for comparison, contrast, concession, transitions

3. Features of Literary Analysis

Reading and General Understanding

Writing Practice: plot devices, themes, symbols, figures of speech, tone, mood, style, organizing discourse structure

Grammar Focus: Conditional Sentences

4. Planning an Academic Essay

Writing Practice: discourse structure, essay-outline, paragraph-sequence, using citation.

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